

Employee Expense Reimbursement Procedures

Expenses incurred by district employees and officials for carrying out job-related responsibilities shall be reimbursed in accordance with the district's policy on employee expense reimbursements. Reimbursement checks will be issued approximately 10 business days following submission to the business office of the Expenditure Voucher Form, with all appropriate signatures and account numbers included.

Payment or reimbursement for personal expenses, including expenses and travel to places of entertainment for other personal pursuits using state funds or resources, is not allowed at any time.

Reimbursement is divided into the following categories:

Travel

1. District employees using their personal vehicles for job-related responsibilities will be reimbursed at the current mileage rate established by the Internal Revenue Service.

Reimbursable mileage begins from the pre-determined base, Falls City School District or home, whichever is closest to the employee's first appointment, and ends with the pre-determined base closest to the employee's last appointment. Each employee shall have a single base that does not vary, for the purposes of determining mileage, unless otherwise pre-approved.

2. District employees using air travel will be reimbursed at the coach rate. Unless otherwise authorized, FCSD employees must purchase airline tickets through the district business office, so as to obtain the lowest available fares.
3. Vehicle rental fee are reimbursable when a rented vehicle is required as a means of continuing travel initiated by a common carrier. Drivers must have a valid, current driver's license for the class of vehicle to be driven. Economy-size or compact-size vehicles will normally be rented by district personnel.

Lodging

FCDS personnel need to request the "state government rate" or corporate rate when making lodging reservations for official district business, as many hotels and motels offer special rates to state agency personnel. In addition, the state-contracted travel agent may be able to provide special lodging rates both within and outside the state of Oregon.

Lodging will be reimbursed at the single rate per employee of the hotel or motel used. Employees are expected to exercise good judgement in the choice of hotel or motel; luxury hotels should only be considered as a last resort when other reasonable accommodations are unavailable. Reservations should be

made as soon as practical to avoid this situation. All travel plans need prior approval by the supervisor, the superintendent's office, and/or the Board as appropriate.

Costs for family members shall be kept separate and at personal expense. Original receipts are required for all lodging reimbursements and must include employee name, date(s) of occupancy, room number, room rate and room tax, if any.

Meals

Meals related to normal workshops will be prepaid or reimbursed. Covered meals will be reimbursed at the following rates:

1. The amount required if the meal is an integral part of the program or conference (planning session, banquet, etc.) upon submission of receipt or other supporting documentation. However, personnel are not reimbursed when the program registration fee covers the cost of the meals.
2. Otherwise, at a daily rate of \$25.00 with individual meals costs up to the discretion of the employee. For separate meals not in a daily rate, at the rate of \$6.00 for breakfast, \$7.00 for lunch, and \$12.00 for dinner, plus gratuity of 15 percent if applicable. Original receipts are required.
3. If meals are taken outside of the integral functions of the program in a high-cost area (i.e. Seattle, New York City, Washington D.C.) and exceed the rates set forth in section 3B, above, reimbursement will be allowed upon submission of an itemized receipt, in a reasonable amount up to twice the rates states.
4. Reimbursement may be authorized and claimed for the cost of meal(s) for a "guest" (other district personnel, vendors, academic associates) only when the guest has performed a service for the district, has been scheduled by the district, and has received no other compensation or reimbursement for same from the district or other source. A brief explanation of the activity must be written on or attached to the receipt submitted, including the number and names of guests.

Registration of Fees

Registration fees for approved conferences or workshops will be prepaid or reimbursed. If reimbursed, the employee must submit an original receipt or other supporting documentation.

Miscellaneous

1. Work-related communications shall be reimbursed for actual cost. Receipt or supporting documentation is required when the amount exceeds \$5.00.
2. A personal phone call once a day during overnight travel will be reimbursed for the actual cost up to \$5.00.
3. Parking deemed necessary and appropriate will be reimbursed for actual cost, with original receipts required when cost exceeds \$10.00.

4. Valet or porter service, cab/bus fares, postage, telephone, fax, room tax or other costs deemed necessary while attending a conference or workshop will be reimbursed for actual cost, with original receipt if cost exceeds \$10.00.